
**ACADEMIC POLICY COUNCIL
MINUTES
WEDNESDAY, JULY 21, 2004**



Those absent: Chandler, Payne, Plishker, Ringo, Stevens, Tayebi (Harman attended)

1. Approval of APC minutes of March 24. The minutes were approved as presented.
2. Council of Academic Deans minutes of March 10 and 31, April 14 and 28, May 12, and June 23, 2004. The minutes were distributed and discussed.
3. Update on Review of Academic Policy Statements. The following policy statements are being reviewed:
 - a. APS 820317—The Faculty Evaluation System. The Faculty Evaluation Committee, working with an ad hoc committee, will make recommendations to APC at a future date.
 - b. APS 820830—Faculty Grievance Procedure. Dr. Eglsaer is working with a group from the Faculty Senate on revising the policy. This policy will be placed on a future APC agenda.
 - c. APS 030603—Enrollment and Facilities Use Policy. Dr. Eglsaer presented the policy. If students are enrolled in any classes during the summer, they will have the right to use university facilities. The possibility of changing the way classes are assigned to semesters during the summer is being explored. Once a decision is made concerning how the classes will be assigned, the referenced policy will be revisited.
 - d. APS 871214—English Language Proficiency for Instructional Personnel. Dean Lewis will bring the policy to the next APC meeting.

Reminder: APC is in the process of reviewing all Academic Policy Statements in an effort to ensure the policies are up to date and compliant with current legislation, Regents' Rules and Regulations, Coordinating Board guidelines, etc. The order in which the policies are being reviewed is as they are listed in the numerical indices of the Academic Policy Manual, beginning with the Faculty Section. When this process began, the intent was to review three policies at each meeting. However, some policies are requiring additional time for review. As soon as some of the policies currently under review are brought forward for action, new policies will be distributed for consideration.

4. Procedure for selecting members for the Research Council. Dr. Eglsaer presented a proposed procedure for selecting members for the Research Council. To be eligible to serve on this committee, faculty members need to be on a research-track appointment and be a member of the graduate faculty. The Associate VP for Research and Sponsored Programs will identify the academic areas to be represented on the committee. Half of the committee members will be nominated by the Faculty Senate and half will be nominated by the Academic Policy Council. Since three members will be renewed each semester, the APC and the Faculty Senate will rotate in nominating two new members every other year. These nominations will be forwarded to the

President prior to the end of the spring semester. The Chair of the Faculty Senate and the Provost will negotiate each year which positions will be nominated by the Senate and the APC. The Research Council reserves the right to remove a member who is unable to fulfill his/her role on the council in a responsible manner. The decision to remove a member must be made by a majority vote.

The motion was made and seconded to endorse the procedure. Passed unanimously.

5. APS 830401—Insurance Fringe Benefits and Sick Leave Accrual for Interim Faculty Members. Dr. Eglsaer presented the referenced policy with a change proposed by the Payroll Office—remove Section 1.03.b because it is no longer an option. The motion was made and seconded to accept the change and endorse the policy. Passed unanimously.
6. Limitation of Q-Drops. Dr. Eglsaer presented a proposal dealing with the limitation of Q-drops. Several suggestions for change were made and the following policy was recommended for approval.

Students will be allowed no more than five Q-drops during their academic career at Sam Houston State University. Classes that are dropped prior to the Q-drop date will not be included in this calculation. Students who have used their limit of five Q-drops will need to petition their respective deans to drop a class. If the dean refuses to grant permission to drop a class, a student will be required to remain in the class.

This policy will take effect with the start of the fall 2004 semester. Any drops accumulated prior to the fall 2004 semester will not be included in this calculation, nor will Q-drops from other universities.

The motion was made and seconded to accept the policy. Passed unanimously.

7. Establishment of the Clinical Professor Title. Dr. Eglsaer presented a proposal for the establishment of the clinical professor title and explained the need for the title. The title of clinical professor would be available for long-term, nontenure-track faculty members who serve an essential teaching function in a clinical setting. While faculty of this rank may, depending on specific requirements of the school or college, have additional research, service, or outreach obligations, teaching will be their primary responsibility. The title may not be used for positions whose responsibilities largely replicate those of tenure-track faculty. Similarly, the title is not meant as a wholesale replacement for the titles of faculty now employed as lecturers.

Each college wishing to use the title of clinical professor must take the following steps:

- Sponsors must prepare a written proposal for use of the title
- The proposal must be approved by at least two-thirds of those voting tenure-track and nontenure-track professors in the department and the chair of the department

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- The proposal would then need to be supported by the dean and, subsequently, the provost

The motion was made and seconded to endorse the proposal. Passed unanimously.

8. Academic Policy Statements. The following Academic Policy Statements were distributed for review and action at the next meeting.
 - a. APS 890301—Employment of Part-Time Faculty
 - b. APS 890303—Employment of Graduate Teaching Assistants (Assistant Instructors)
 - c. APS 900420—Reassigned Time for Faculty Members Pursuing Research and Artistic Endeavors

Dorothy Roberson
Recorder